| CM/ECF | Chapter |
|---|---|
| **User's Guide Part 2** | **Consent Orders** |
| US Bankruptcy Court, Southern District of Iowa | Section |

**A consent order, pursuant to the court's Minute Order, may be submitted to the court for judge review and signature.**

**Docket**

### Submitted Consent Order

| | |
|---|---|
| **STEP 1** | Select Bankruptcy or Adversary |
| **STEP 2** | Select Other/Misc |
| **STEP 3** | Select Submitted Consent Order |
| **STEP 4** | Enter Case Number |
| **STEP 5** | Check if joint filing with another attorney |
| **STEP 6** | Select Party Filer |
| **STEP 7** | Browse and select your PDF document (Unsigned Consent Order) |
| **STEP 8** | Review Docket Text |
| **STEP 9** | Submit if accurate |
| **STEP 10** | Back up if changes required |
| **STEP 11** | Review Notice of Electronic Filing |

**SAMPLE DOCKET TEXT**

Docket Text: Final Text

**Submitted Unsigned Consent Order Pursuant to Court Minute Order Filed by Debtor Mark Allen Wilson. (train01, )**

The court will print out the Consent Order and forward to the judge for review and signature.

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| CM/ECF | Chapter |
| --- | --- |
| **User's Guide Part 2** | **Proposed Orders** |
| US Bankruptcy Court, Southern District of Iowa | Section |

**Proposed Orders are not required when filing a Motion**. If a Docket Text Only Order is not sufficient, the filer may file a Motion to Amend the Order (once the Docket Text Order is docketed) and attach a proposed Order to the Motion event.

**Docket**

### Motion to Amend Order

| | |
| --- | --- |
| **STEP 1** | Select Bankruptcy or Adversary |
| **STEP 2** | Select Motion |
| **STEP 3** | Enter Case Number |
| **STEP 4** | Select Amend Order |
| **STEP 5** | Check if joint filing with another attorney |
| **STEP 6** | Select Party Filer |
| **STEP 7** | Browse and select your PDF document (Include the Certificate of Service as part of the Motion to Amend Order) Click Yes for Attachment to Documents |
| **STEP 8** | Attach Proposed Order as an attachment – Refer to Chapter: Document Preparation, Section: Submit Document/Attachments |
| **STEP 9** | Select Type – Proposed Order |
| **STEP 10** | Select Order Event to relate to Motion to Amend Order |
| **STEP 11** | Review Docket Text |

| | | |
|---|---|---|
| **STEP 12** | Submit if accurate | |
| **STEP 13** | Back up if changes required | |
| **STEP 14** | Review Notice of Electronic Filing | |

**SAMPLE DOCKET TEXT**

Docket Text: Final Text

**Motion to Amend Order(related document(s)[17] Order on Motion to Change Venue, ). Filed by train01 on behalf of Mark Allen Wilson. (Attachments: # (1) Proposed Order) (train01, )**

The court will print out the Proposed Order and forward to the judge for review and signature.

| **CM/ECF** | Chapter |
| :---: | :--- |
| **User's Guide**<br>**Part 2** | **Stipulated Documents** |
| US Bankruptcy Court, Southern District of Iowa | Section |

**Reserved for future use.**

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| **CM/ECF** | Chapter |
| **User's Guide** **Part 2** US Bankruptcy Court, Southern District of Iowa | **US Trustee/Trustee Events** |
| | Section |

This section of the manual is for US Trustee and Trustee use only.
Attorneys do not have access to events listed in this manual section.

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| CM/ECF | Chapter |
|---|---|
| **User's Guide**<br>**Part 2** | **US Trustee/Trustee Events** |
| US Bankruptcy Court, Southern District of Iowa | Section<br><br>**Iowa Forms** |

**You must be in logged into CM/ECF with a Trustee login and password to access these docket events. The Court will serve SDIa forms using the Bankruptcy Noticing Center.**

**DO not send SDIa forms requiring service by the Bankruptcy Noticing Center (BNC) anytime after 4:30pm and do not file them on the weekends. We have a 24 hour window from the time you file the document with the court to the time we forward them to the BNC for service. If you file after 4:30pm your notice will be sent to the BNC the following day, however, if there are problems and we bump up against the 24 hour window the forms will not ship to the BNC. If you file after 4:30pm on Friday, your forms will not be served by the BNC. The trustee will serve all forms that cannot be served by the BNC. The court will call you and advise if the BNC cannot provide service and ask you to serve and file a Certificate of Mailing.**

▶ REV

**ALL SDIA FORMS WITH A BAR DATE NOTICE REQUIRE A DATE. THE DATE IS THE DATE THE TRUSTEE ENTERS THE EVENT ON THE DOCKET. THE DATE APPEARS UNDER THE TITLE OF THE FORM.**

| | |
|---|---|
| **STEP 1** | Select Bankruptcy |
| **STEP 2** | Select Trustee/US Trustee |
| **STEP 3** | Enter Case Number |
| **STEP 4** | Select Docket Event (Listed below) |
| **STEP 5** | Select Party Filer - Trustee |
| **STEP 6** | Associate Attorney/Party – DO NOT CHECK |
| **STEP 7** | Browse, locate, review and attach PDF document |
| **STEP 8** | Confirm Objection Due Date (Only appears with events containing the notice of bar date.) |

| | |
|---|---|
| **STEP 9** | Review Docket Text |
| **STEP 10** | Select PDF for BNC servicing |

- The SDIa form attached to the docket event is sent to the BNC for servicing each day by the court.

- The parties served with each form are predetermined and relate to each form, i.e., the SDIa-100 form is served on Interested Parties; SDIa-200 form is served on Parties in Interest and 2002 appearance and notice requests.

| IA Form | Choose this CM/ECF Docket Event | Results |
|---|---|---|
| | | |
| **SDIa-100** | 1.  Final Report & Notice of Proposed Distribution (Notice of Bar Date in the form)<br><br>2.  Final Report Attachment | • Trustee dockets both events<br>• PDF document attached to both events<br>• PDF document Final Report (SDIa form) sent by the court to the BNC for servicing on Parties in Interest<br>• Final Report Attachment is **NOT** sent to the BNC for servicing<br>• Court dockets Docket Text Only Order if no objections are filed<br>• Court sets hearing if objections filed |
| **SDIa-101** | Amended Proposed Distribution | • PDF document (SDIa form) sent by the court to the BNC for servicing on Parties in Interest<br>• Court dockets Docket Text Only Order |
| **SDIa-102** | Report of Returned Funds or New Estate Funds & Supplemental Distribution | • PDF document (SDIa form) is not served<br>• Case Reopen – court will set 60 day follow-up to verify case can be closed<br>• If case is not reopened, trustee must file Final Account and Request for Discharge |
| **SDIa-110** | Final Account and Request for Discharge of Trustee | • PDF document (SDIa form) sent by the court to the BNC for servicing on Parties in Interest<br>• Court closes case and discharges trustee in 30 days |
| **SDIa-120** | Report of Trustee in No Asset Case<br>Use Trustee module to docket<br>No form | • Trustee dockets using Trustee's 341 Filing module<br>• No PDF document |
| **SDIa-121** | Trustee's Withdraw of Report in No Asset Case | • Trustee dockets<br>• No PDF document |

REV ▶

| IA Form | Choose this CM/ECF Docket Event | Results |
|---------|---------------------------------|---------|
| | | |
| **SDIa-122** | No Asset Report Following Dismissal No form | • Trustee dockets<br>• No PDF document |
| **SDIa-200** | Notice and Report of Abandonment of Property (Notice of Bar Date in the form) | • PDF document (SDIa form) sent by the court to the BNC for servicing on Interested Parties and 2002 Appearances<br>• Court dockets Docket Text Only Order if no objections are filed<br>• Court sets hearing if objections filed |
| **SDIa-201** | Notice of Intent to Sell Property (Notice of Bar Date in the form) | • PDF document (SDIa form) sent by the court to the BNC for servicing on Parties in Interest<br>• Court dockets Docket Text Only Order if not objection filed<br>• Court sets hearing if objections are filed |
| **SDIa-202** | Notice of and Motion for Compromise or Settlement of Controversy (Notice of Bar Date in the form) | • PDF document (SDIa form) sent by the court to the BNC for servicing on Parties in Interest<br>• Trustee dockets Trustee Notice of Pending Motion to Compromise Controversy in the adversary file<br>• Enter name of party compromise is with<br>• Court dockets Docket Text Only Order if no objections are filed<br>• Court sets hearing if objections filed<br>• One the Compromise is authorized, the trustee dockets, Trustee Notice of Dismissal Pursuant to Completed Compromise in the adversary file |

| IA Form | Choose this CM/ECF Docket Event | Results |
|---|---|---|
| | | |
| **SDIa-300** | Application for Approval of Employment of Professional on Behalf of the Estate (Notice of Bar Date in the form) | • **If adding self as attorney, Select Associate Attorney/Party**<br>• **If this is an Amended Application, choose "Amended" from Prefix box.**<br>• Add name and occupation of person employed<br>• Add professional as a party in the case<br>• PDF document (SDIa form) sent by the court to the BNC for servicing on Interested Parties<br>• Court dockets Docket Text Only Order if no objections are filed<br>• Court sets hearing if objections filed |
| **SDIa-400** | Resignation of Trustee<br><br>Trustee uses when there is a conflict. | • Trustee dockets<br>• No PDF document<br>• Select trustee no longer associated with the case (part of the docket event)<br>• Terminate the scheduled 341 meeting to remove from your calendar (part of the docket event)<br>• Court assigns a new trustee, prepares 341 meeting notice |
| **SDIa-401** | Resignation and Final Report and Account (Notice of Bar Date in the form) | • PDF document (SDIa form) sent by the court to the BNC for servicing on Parties in Interest<br>• Court dockets Docket Text Only Order if no objections are filed<br>• Court sets hearing if objections filed |

| IA Form | Choose this CM/ECF Docket Event | Results |
|---------|--------------------------------|---------|
|         |                                |         |
| **SDIa-402**  ▶REV | Motion to Withdraw Motion for Order to Show Cause | • Relate to Motion for Order to Show Cause<br>• PDF document (SDIa form) sent by the court to the BNC for servicing on Interested Parties<br>• Court dockets Docket Text Only Order<br>• Court removes case from judge's calendar<br>• Trustee dockets continued 341 meeting (docket only event) using Trustee module |

**Note:  US Trustee/Trustee cannot edit docket text.**

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| CM/ECF | Chapter |
|---|---|
| **User's Guide**<br>**Part 2**<br>US Bankruptcy Court, Southern District of Iowa | **US Trustee/Trustee Events** |
| | Section<br><br>**Other US Trustee/Trustee Events** |

> **You must be in logged into CM/ECF with a Trustee login and password to access these docket events.**
>
> **For the documents the court serves via the BNC, refer to the warning included with the Iowa Forms documentation related to servicing times. See Section: Iowa Forms**

REV ► ALL FORMS WITH A BAR DATE NOTICE REQUIRE A DATE. THE DATE IS THE DATE THE TRUSTEE ENTERS THE EVENT ON THE DOCKET. THE DATE APPEARS UNDER THE TITLE OF THE FORM.

| | |
|---|---|
| **STEP 1** | Select Bankruptcy |
| **STEP 2** | Select Trustee/US Trustee |
| **STEP 3** | Enter Case Number |
| **STEP 4** | Select Docket Event (A complete list follows) |
| **STEP 5** | Select Party Filer - Trustee |
| **STEP 6** | Associate Attorney/Party – DO NOT CHECK |
| **STEP 7** | Browse, locate, review and attach PDF document<br><br>(Include Certificate of Service as part of PDF document<br><br>where indicated in the documentation below.) |
| **STEP 8** | Review Docket Text |
| **STEP 9** | • Select form for BNC Servicing(Notice to File Claims, 6NTCFPC, and Notice of Surplus Funds, 6SURPLUS)<br><br>**OR**<br><br>• Select PDF for BNC servicing (Order Confirming Ch |

> 13 Plan, Notice Appointing Successor Trustee, Notice Appointing Creditor Committee, Notice of Failure to Appoint Creditor Committee)

- Where indicated in the following document, the PDF document attached to the docket event is sent to the BNC for servicing each day by the court.

- The parties served are predetermined and relate to each PDF document attached to the docket event, i.e., the Notice of Plan Completion and Request for Discharge (Ch 13) is served on parties in interest and 2002 appearance and notice requests.

| | **Choose this CM/ECF Docket Event** | **Results** |
|---|---|---|
| | | |
| 1 | 341 Meeting Held and Report of No Asset | • Used with trustee module only |
| 2 | Affidavit of Non-Compliance by Trustee/US Trustee | • Trustee attaches PDF document and Certificate of Service<br>• Court prepares Notice of Dismissal and serves using the BNC |
| 3 | Chapter 12 Trustees Report on Claims | • Trustee attaches PDF document and Certificate of Service<br>• The court prepares the Notice of Bar Date (20-day) and serves Interested Parties and 2002 appearance and notice requests using the BNC<br>• Court dockets Docket Text Only Order if no objections are filed<br>• Court sets hearing if objections are filed |
| 4 | Chapter 12/13 Final Report | • Trustee attaches PDF document and Certificate of Service<br>• Court closes case in 30 days<br>• Trustee dockets Order Rescinding Wage Order in Chapter 13 File |
| 5 | Continued 341 Meeting | • Trustee dockets<br>• No PDF document |

|   | **Choose this CM/ECF Docket Event** | **Results** |
|---|---|---|
|   |   |   |
| 6 | Dismiss 707b, Motion to | • US Trustee attaches PDF document and certificate of service<br>• The court prepares the Notice of Bar Date (20 days) and serves Parties in Interest using the BNC<br>• Court dockets Docket Text Only Order if no objections are filed<br>• Court sets hearing if objections are filed |
| 7 | Extend Time to File Motion to Dismiss 707b, Motion to<br><br>ADD ▶ | • Trustee attaches PDF document and certificate of service<br>• Judge reviews and enters order or sets for hearing<br>• Holds up discharge of debtor |
| 8 | Motion for Order to Show Cause | • Trustee attaches PDF document<br>• Court prepares Order/Hearing Notice and serves Interested Parties and 2002 appearance and notice requests using BNC<br>• Select pdf001 for BNC servicing<br>• Motion sent by the court to the BNC for servicing |
| 9 | Motion Requiring Debtor(s) to Pay Disposable Income – Ch 12 | • Trustee attaches PDF document and Certificate of Service<br>• The court prepares the Notice of Bar Date (20-day) and serves Debtor and Debtor's attorney using the BNC<br>• Court dockets Docket Text Only Order if no objections are filed<br>• Court sets hearing if objections are filed |

|    | **Choose this CM/ECF Docket Event** | **Results** |
|----|---|---|
|    |    |    |
| 10 | Notice Appointing Creditor Committee (Ch 11) | • US Trustee attaches PDF document<br>• Select pdf006 for BNC servicing<br>• Add Committee Chairman as part of docket event.<br>• Adds each Committee Member(s) to the case using Creditor Maintenance – Enter individual creditors and selects Creditor Committee - Yes<br>• Select party role: Creditor Committee Chairman<br>• Court edits case title after Creditor Committee added as a party<br>• PDF document sent by the court to the BNC for servicing on Debtor, Debtor's Attorney, Trustee and members of creditor committee |
| 11 | Notice Appointing Successor Trustee | • US Trustee attaches PDF document<br>• Select pdf001 for BNC servicing<br>• PDF document sent by the court to the BNC for servicing on Parties in Interest |
| 12 | Notice Appointing Trustee | • US Trustee attaches PDF document<br>• Trustee no longer associated with the case is terminated and new trustee is added to the case |
| 13 | Notice to File Claims | • Trustee dockets event<br>• Select form 6NTCFPC for BNC servicing<br>• Proof of Claim Deadline set<br>• Changes to Asset case<br>• Court sends form to the BNC for servicing on Parties in Interest |
| 14 | Notice of Failure to Appoint Creditor Committee (Ch 11) | • US Trustee attaches PDF document<br>• Select pdf004 for BNC servicing<br>• PDF document sent by the court to the BNC for servicing on Debtor and Debtor's attorney |

| | **Choose this CM/ECF Docket Event** | **Results** |
|---|---|---|
| | | |
| 15 | Notice of Plan Completion & Request for Discharge (Ch 13) | • Trustee dockets<br>• No PDF document<br>• Trustee dockets Order Rescinding Wage Order<br>• Court dockets Docket Text Only Order Discharging Debtor |
| 16 | Notice of Surplus Funds | • Trustee dockets event<br>• Select form 6SURPLUS for BNC servicing<br>• Proof of Claim Deadline set<br>• Court sends form to the BNC for servicing Parties in Interest |
| 17 | Notice to File Order Confirming Plan (Ch 12/13)<br><br>Refer to: Chapter: US Trustee/Trustee Events; Section: Order Confirming Ch 13 Plan | • Trustee dockets event<br>• Docket text only event<br>• Court dockets Docket Text Only Order Confirming Plan Ch 13<br>• Court prepares Order Confirming Plan and serves using BNC Ch 12 |
| 18 | Notice to Filer Order Granting Motion to Modify Plan after Confirmation (Ch 13) | • Trustee dockets event<br>• Docket text only event<br>• Court dockets Docket Text Only Order Granting Motion to Modify Plan after Confirmation |
| 19 | Order to Pay Wages – Ch 13 | • Trustee attaches PDF document and certificate of service |
| 20 | Order Rescinding Wage Order – Ch 13 | • Trustee attaches PDF document and certificate of service |
| 21 | Reopen Case & Request to Defer Filing Fee, Motion to | • Trustee attaches PDF document and Certificate of Service<br>• Trustee types in Deferred in Receipt # Box<br>• Court dockets Docket Text Only Order |
| 22 | Report of 341 Meeting<br>Chapter 7 – Use Trustee module to docket<br>No form | • Chapter 7 Trustee dockets using Trustee module<br>• Chapter 11, 12 or 13 Trustee dockets event to each individual case<br>• No PDF document |
| 23 | Report on Debtor(s) Disposable Income - Ch 12 | • Trustee attaches PDF document and Certificate of Service |

|   | **Choose this CM/ECF Docket Event** | **Results** |
|---|---|---|
|   |   |   |
| 24 | Report of Trustee Under BR 3011 (Unclaimed Funds) | • Trustee attaches PDF document<br>• Trustee forwards a check to the court |
| 25 | Submitted Consent Order (Ch 12/13 Trustee only)<br><br>▶ REV | • Trustee attaches PDF document – Consent Order<br>• Judge reviews and signs order<br>• Court dockets Order and serves on Parties In Interest using BNC |
| 26 | Trustee Motion to Dismiss Ch 13 and Notice of Hearing | • Trustee attaches Motion to Dismiss and Notice of Hearing PDF document<br>• Select pdf001 for BNC servicing<br>• PDF documents sent by the court to the BNC for servicing on Parties in Interest |
| 27 | Trustee's Notice of Dismissal Pursuant to Complete Compromise<br><br>▶ REV | • Trustee dockets event<br>• No PDF document<br>• Not in trustee events.  In Adversary, Notice<br>• Judge reviews and give approval to close adversary file |
| 28 | Trustee's Notice of Pending Motion to Compromise Controversy<br>▶ REV | • Trustee dockets event<br>• No PDF document<br>• Not in trustee events.  In Adversary; Notice |
| 29 | Turnover of Property, Motion for | • Trustee attaches PDF document and Certificate of Service<br>• The court prepares the Notice of Bar Date (20-day) and serves Interested Parties and 2002 appearance and notice requests using the BNC<br>• Court dockets Docket Text Only Order if no objections are filed<br>• Court sets hearing if objections are filed |
| 30 | Report of Sale | • Use docket event **Document** to docket this pleading<br>• Trustee attached PDF document and Certificate of Service |

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| CM/ECF | Chapter |
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| **User's Guide**<br>**Part 2**<br><br>US Bankruptcy Court, Southern District of Iowa | **US Trustee/Trustee Events** |
| | Section |
| | **Obtain Court Costs** |

**Trustee's can obtain a report, Pleadings Requiring Fees, from CM/ECF listing the filing fees deferred in cases**.  The trustee won't request court costs and the court will not issue an Order Directing Payment of Court Costs.

The trustee uses the deferred filing fee amounts obtained from the Pleadings Requiring Fees Report and includes this in the Final Report.

The court sets a deadline once the Final Report is docketed to close the case.

**Pleadings Requiring Fees Report**

| | |
| --- | --- |
| **STEP 1** | Select Report |
| **STEP 2** | Select Pleadings Requiring Fees Report |
| **STEP 3** | Enter Case Number |
| **STEP 4** | Enter date range |



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| **CM/ECF** | Chapter |
|---|---|
| **User's Guide**<br>**Part 2**<br><br>US Bankruptcy Court, Southern District of Iowa | **US Trustee/Trustee Events** |
| | Section<br><br>**Orders** |

**Docket Text Only**
**Order**

- The court will docket a **Docket Text Only Order** for all Iowa SDIA forms and trustee events requiring an Order when no objections are filed.
- Any parties that are **not** a party to the case with e-mail addresses in CM/ECF will NOT receive the Docket Text Only Order event via e-mail.
- The trustee will serve the Notice of Electronic Filing on the non-electronic participants who require servicing of the Order.

**Consent Order**

**The Chapter 13 and 13 trustee can submit unsigned Orders, i.e. Consent Orders via CM/ECF for the judge's signature. These are orders the judge directs during a hearing.**

**Docket**

**Submitted Consent Order**

| | |
|---|---|
| **STEP 1** | Select Bankruptcy |
| **STEP 2** | Select Trustee/US Trustee |
| **STEP 3** | Enter Case Number |
| **STEP 4** | Select Submitted Consent Order |
| **STEP 5** | Select Party Filer – Trustee |
| **STEP 6** | Browse, locate, review and attach your PDF document (Consent Order) |
| **STEP 7** | Review Docket Text |
| **STEP 8** | Submit if accurate |

| | |
|---|---|
| **STEP 9** | Back up if changes required |
| **STEP 10** | Review Notice of Electronic Filing |

**SAMPLE DOCKET TEXT**

Docket Text: Final Text
**Submitted Consent Order Filed by Trustee Thomas L. Flynn. (dmc, )**

- The court will print the Order and forward to the judge for signature.
- The court will docket and serve the Order using the BNC.

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| **CM/ECF** | Chapter |
| --- | --- |
| **User's Guide**<br>**Part 2**<br><br>US Bankruptcy Court, Southern District of Iowa | **US Trustee/Trustee Events** |
| | Section<br><br>**Order Confirming Chapter 13 Plan and**<br>**Chapter 12 Plan** |

REV ▶ **The Chapter 13 trustee will docket Notice to File Order Confirming Plan and relate the Notice to the docket event with the Plan that will be confirmed.**

REV ▶ **The court will docket the Docket Text Only Order Confirming Ch 13 Plan, Order Confirming Plan by Consent Order or Order Confirming Plan by Court Order.**

|   | **Chapter 13 Plan** | **Action** |
| --- | --- | --- |
|   |   |   |
| 1 | No Objections to the Plan | • No judge review required<br>• Trustee dockets **Notice to File Order Confirming Plan** (Docket text only event)<br>• Court dockets **Order Confirming Ch 13 Plan** (Docket text only event) and relates to the same event in the Notice to File Order Confirming Plan |
| 2 | Objection(s) Filed/Withdrawn Prior to Hearing | • No judge review required<br>• Trustee dockets **Notice to File Order Confirming Plan** (Docket text only event)<br>• Court dockets **Order Confirming Ch 13 Plan** (Docket text only event) and relates to the same event in the Notice to File Order Confirming Plan |
| 3 | Objection(s) Filed/Withdrawn or Overruled after Hearing | • No judge review required<br>• Trustee dockets **Notice to File Order Confirming Plan** (Docket text only event)<br>• Court dockets **Order Confirming Ch 13 Plan** (Docket text only event) and relates to the same event in the Notice to File Order Confirming Plan |

REV ▶ (appears beside rows 1, 2, and 3)

|   | **Chapter 13 Plan** | **Action** |
|---|---|---|
|   |   |   |
| 4 | Objection Filed/Hearing Held/consent Order to be filed | • Judge review required<br>• Judge prepares Minute Order or directs preparation of a Consent Order<br><br>**CONSENT ORDER**<br>• Trustee dockets **Submitted Consent Order** and attaches PDF document (Consent Order)<br>• Court prints Consent Order and forwards to judge for signature<br>• Court dockets **Order Confirming Plan by Consent Order** and serves on Parties in Interest using BNC<br>**MINUTE ORDER**<br>• Court dockets **Order Confirming Plan by Court Order** and serves on Interested Parties using BNC |

**Docket**

### Notice to File Order Confirming Plan

| **STEP 1** | Select Bankruptcy |
|---|---|
| **STEP 2** | Select Trustee/US Trustee |
| **STEP 3** | Enter Case Number |
| **STEP 4** | Select Notice to File Order Confirming Plan |
| **STEP 5** | Select Party – Trustee |
| **STEP 6** | Relate to Ch 13 Plan |
| **STEP 7** | Review Docket Text |
| **STEP 9** | Submit if accurate |
| **STEP 10** | Back up if changes required |

## SAMPLE DOCKET TEXT

Docket Text: Final Text

Notice to File Order Confirming Plan Filed by Trustee Warford (RE: related document(s)[2] Chapter 13 Plan filed by Debtor Peter Stiles). (dmc, )

- The court dockets Order Confirming Chapter 13 Plan.  (Docket Text Only Order)

**Chapter 12**

Chapter 12 trustee will docket **Notice to File Order Confirming Plan**

**Chapter 12 Plan** is confirmed by an Order Confirming Ch 12 Plan and sent to the BNC for servicing on Parties In Interest if no objection are filed, if objections are withdrawn or if objections are overruled.

If there is a hearing, the judge may direct preparation of a Consent Order or the court will docket a Minute Order.

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| CM/ECF | Chapter |
| --- | --- |
| **User's Guide Part 2** US Bankruptcy Court, Southern District of Iowa | **US Trustee/Trustee Events** |
| | Section **US Trustee/Trustee 341 Module** |

**To activate this module you must be logged in as the trustee of record for case(s) to appear.**

The Trustee 341 Module is used to docket the following events:

- Report of 1st Meeting
- Report of Trustee in No Asset Case (SDIa-120)
- Continued Meeting

**NO** PDF image is attached to these events. These are docket text only events.

- Each of the columns displayed on the screen listing the debtors scheduled for a 341 Meeting represents an event in the court's event listing; with the exception of No Action.
- These same events are also available on the menus used by the trustee or court staff to docket to individual cases.

| | |
| --- | --- |
| **STEP 1** | Select Bankruptcy |
| **STEP 2** | Select Trustee's 341 Filings |



- Enter the date of the 341 Meeting to process.
- A screen displaying the list of debtors whose appearances were scheduled for that **day** for the **trustee** logged into CM/ECF.

- There are radio button choices for each case.  You can click only **one** radio button for each case.

- Each of these radio buttons with the exception of No Action, have a docket event attached to the selection.

- Selections are:

    o   No Action (Default)
    o   First Meeting Held & Report of Trustee in No Asset Case (SDIa-120)
    o   Report of 1st Meeting Only
    o   Continue To:

**Selection Results**

| Radio Selection | Results |
|---|---|
| **No Action** | **The case will appear again on this list if this option is checked.**  Use when Order to Show Cause requested, Interrogatories are filed, meeting suspended, etc. |
| **First Meeting Held & Report of Trustee in No Asset Case** | **The docket event, First Meeting Held & Report of Trustee in No Asset Case, automatically dockets**.  No PDF document attached to the docket event.  The case is removed from the list. |

| Radio Selection | Results |
|---|---|
| **Report of 1<sup>st</sup> Meeting Only** | **The docket event, Report of 1<sup>st</sup> Meeting, automatically dockets and the deadline for the 1<sup>st</sup> meeting is terminated**.  No PDF document attached to the docket event.   The case is removed from the list. |
| **Continue To** | **The docket event Notice of Continued Meeting automatically dockets.**  The meeting date/time/location appears in the docket text.  The case now appears on the list for the new meeting date. |

- Only **one Trustee's Notice of Electronic Filing** is produced recording all activity of every case in this process.  Docket text relates to the event docketed.
- The final docket text cannot be annotated and appears as standard text.

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| CM/ECF | Chapter |
| --- | --- |
| **User's Guide Part 2** US Bankruptcy Court, Southern District of Iowa | **Creditor Maintenance** Section **Enter Individual Creditors** |

**You can add individual creditors, one at a time, using this option.**

| | |
| --- | --- |
| **STEP 1** | Select Bankruptcy |
| **STEP 2** | Select Creditor Maintenance |
| **STEP 3** | Select Enter Individual Creditors |
| **STEP 4** | Enter Case Number |



| | |
| --- | --- |
| **STEP 5** | Add creditor name and address |
| **STEP 6** | Select Continue to Enter to add more than one creditor |
| **STEP 7** | Select **Last Entry** when you have added all creditor(s) |

| | |
|---|---|
| **STEP 8** | Verify number of creditors added |



| | |
|---|---|
| **STEP 9** | Verification of creditor(s) added |

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| **CM/ECF** | Chapter |
| --- | --- |
| **User's Guide** | **Creditor Maintenance** |
| **Part 2** | |
| US Bankruptcy Court, Southern District of Iowa | Section |
| | **Upload a Creditor Matrix** |

**Refer to**:  Chapter: Processing New Cases, Section: Upload a Creditor
Matrix**.**

○

| CM/ECF<br><br>**User's Guide<br>Part 2**<br><br>US Bankruptcy Court, Southern District of Iowa | Chapter<br><br>**Creditor Maintenance** |
|---|---|
| | Section<br><br>**Edit Creditors** |

| | |
|---|---|
| **STEP 1** | Select Bankruptcy |
| **STEP 2** | Select Creditor Maintenance |
| **STEP 3** | Select Edit Creditors |
| **STEP 4** | Enter Case Number |
| **STEP 5** | Enter Name of Creditor (If you leave this blank the next screen displays a drop down list of all credtor(s) in the case for your selection |



| | |
|---|---|
| **STEP 6** | Select Edit a creditor or Delete credtior(s) |

| STEP 7 | Verify this is the correct creditor |
|---|---|



| STEP 8 | Modify the creditors address data |
|---|---|
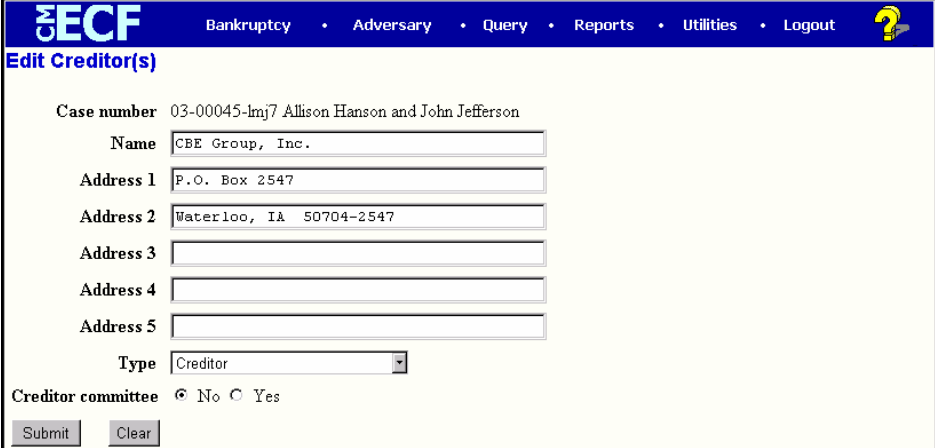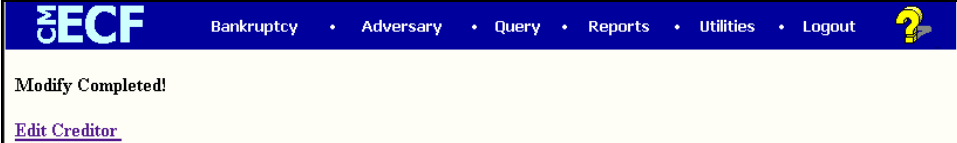


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| CM/ECF | Chapter |
|---|---|
| **User's Guide Part 2** | **Proof of Claim** |
| US Bankruptcy Court, Southern District of Iowa | Section |
| | **Enter Proof of Claim** |

**Complete Official Form 10, Proof of Claim.**

| STEP 1 | Select Bankruptcy |
|---|---|
| STEP 2 | Select File Claim |



| STEP 1 | Enter Case Number |
|---|---|
| STEP 2 | Enter Name of Creditor or leave field blank |
| STEP 3 | Select Type of creditor (do not change from default, creditor) |
| STEP 4 | Clicking Next allows a search of the creditor name in our court's database. |

**Hints for Searching**
- Searching is case sensitive.
- Include punctuation.
- Partial name entry is acceptable.
- Significant words or names are effective (Radio for Radio Shack or Northwest for Northwest Radiology)
- Try alternative search clues if your first search is not successful.
- Wildcards (*) are not required but can be used.

| Creditor already associated with case and **address is the same** as appears on screen | **Click Next and follow instructions below** |
|---|---|
| Creditor already associated with case and **address is NOT the same** as appears on screen | **Go to instructions for: Creditor already associated with case? no and enter claim** |



| | |
|---|---|
| **STEP 1** | Enter Claim Number in Amends Claim # if applicable |
| **STEP 2** | Enter Claim Number in Duplicate Claim # if applicable |
| **STEP 3** | Filed By: Select Creditor, Debtor, Trustee or Attorney |
| **STEP 4** | Late: Yes or No |
| **STEP 5** | Status: Do not complete |
| **STEP 6** | Enter Unsecured dollar amount (without $ sign) |
| **STEP 7** | Enter Secured dollar amount (without $ sign) |
| **STEP 8** | Enter Priority dollar amount (without $ sign) |

| | |
|---|---|
| **STEP 9** | Enter Unknown dollar amount (without $ sign) |
| **STEP 10** | Total automatically calculates |
| **STEP 11** | Description – Do not enter data |

---

**ECF**   Bankruptcy   •   Adversary   •   Query   •   Reports   •   Utilities   •   Logout

Case **03-00025-4-rjh**
Select the **pdf** document (for example: C:\199cv501-21.pdf).
**Filename**

[                    ]   Browse...

**Attachments to Document:**   ○ No   ⦿ Yes

Next    Clear

---

| | |
|---|---|
| **STEP 1** | Browse and select PDF document.  Include any attachments to document.  (Limit of twenty (20) 8 ½" x11" pages attached.)  If attachment is more than 20 pages, keep it and attach a form summarizing the attachment.  Indicate an address and phone number where the attachment(s) can be reviewed. |
| **STEP 2** | Click Yes to attach document |

---

**ECF**   Bankruptcy   •   Adversary   •   Query   •   Reports   •   Utilities   •   Logout

**Select one or more attachments.**
Case **03-00025-4-rjh**
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
**Filename**

[J:\CMECF\Training Mat\Attachment Te]   Browse...

2) Select a document type and/or enter a description.
**Type**                    **Description**
[Exhibit          ▾]        [                    ]

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

[          ]    Add to List

           Remove from List
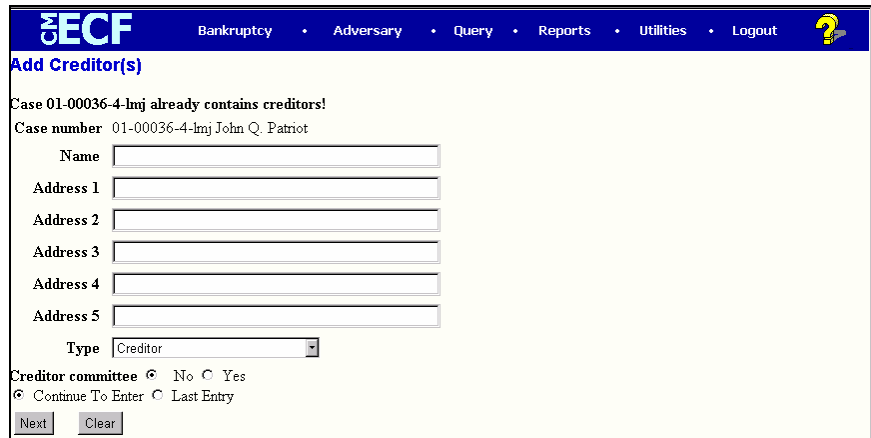
Next

| | |
|---|---|
| **STEP 3** | Browse and select PDF document for attachment |
| **STEP 4** | Select Type |
| **STEP 5** | Enter Description (Optional field) |
| **STEP 6** | Select Add to List and the file location of the attachment appears on the list |



| | |
|---|---|
| **STEP 7** | Browse and select PDF document if you have more than one attachment |
| **STEP 8** | Click Next when finished adding attachment files to the List |
| **STEP 9** | Review Notice of Electronic Filing- |

**Creditor already associated with the case? no          Click Add Creditor**
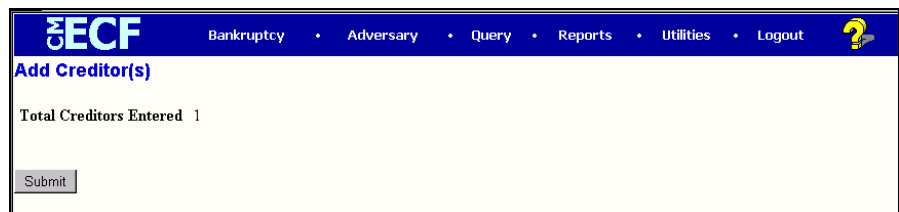


| STEP 1 | Enter Creditor Name |
|--------|---------------------|
| STEP 2 | Enter Creditor Address |
| STEP 3 | Select Type of Creditor (do not change from default, creditor) |
| STEP 4 | **Click Last Entry** |



| STEP 1 | Verify Creditors Added |
|--------|------------------------|
| STEP 2 | Submit Click |

| **STEP 1** | Click File A Proof of Claim |
| **STEP 2** | Search for Creditor on Search for Creditor screen |
| **STEP 3** | Enter Proof of Claim information |

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| CM/ECF | Chapter |
| --- | --- |
| **User's Guide**<br>**Part 2**<br><br>US Bankruptcy Court, Southern District of Iowa | **Proof of Claim** |
| | Section |
| | **Assignment/Transfer of Claim** |

**Review the claims register to verify a claim has been filed previously and make a note of the claim number.**

**Asset Case/**
**Claim on File**

The claim MUST be Stipulated and Notice Waived

Make sure you know the claim # before beginning to enter the Assignment of Claim**.**

- Enter the assignment/transfer as though it is a new claim.
- See Chapter:  Proof of Claim for instructions on entering claim.
- Exception:  In the Remarks box enter:  **Transfer of Claim #___ .**
- Do not docket any entry in the main case.

**Asset Case/**
**Claim not on File**

- Enter the assignment/transfer as though it is a new claim.
- See Chapter:  Proof of Claim for instructions on entering claim.
- Exception:  In the Remarks box enter:  **No previous claim on file.**
- Do not docket any entry in the main case.

**No Asset Case**
**With or Without**
**Claim on File**

Make sure you know the claim # before beginning to enter the Transfer of Claim**.**

- Enter the assignment/transfer as though it is a new claim.
- See Chapter:  Proof of Claim for instructions on entering claim.
- Exception:  In the Remarks box enter:  **Transfer of Claim #___ or No previous claim on file.**
- Do not docket any entry in the main case.

**The Claim is NOT Stipulated or Notice NOT Waived.**

File this type of assignment/transfer on paper or disc.  The court will docket and enter the assignment/transfer.

O

| | |
|---|---|
| **CM/ECF**<br><br>**User's Guide<br>Part 2**<br><br>US Bankruptcy Court, Southern District of Iowa | Chapter<br><br>**Proof of Claim** |
| | Section<br><br>**Objection to Assignment of Claim** |

An objection to Assignment of Claim is filed only if the Claim is not waived.

**Docket**

**Objection**

| | |
|---|---|
| **STEP 1** | Select Bankruptcy |
| **STEP 2** | Objection/Response |
| **STEP 3** | Click Reference Existing Motion/Application |
| **STEP 4** | Enter Case Number |
| **STEP 5** | Select Objection |
| **STEP 6** | Check if joint filing with another attorney |
| **STEP 7** | Select Party Filer |
| **STEP 8** | Browse and select your PDF document (Include the Certificate of Service as part of the Objection PDF document.) |
| **STEP 9** | Assign Document Number - Yes |
| **STEP 10** | Select category to Relate Event: Court |
| **STEP 11** | Relate to Assignment of Claim |
| **STEP 12** | Review Docket Text |
| **STEP 13** | Submit if accurate |
| **STEP 14** | Back up if changes required |

| STEP 15 | Review Notice of Electronic Filing |
| --- | --- |

**SAMPLE DOCKET TEXT**

Docket Text: Final Text

Objection Filed by Debtor John Q. Patriot (RE: related document(s)[90] Transfer of Claim filed by Creditor Max Recovery) (Miller, John)

- The Court schedules a hearing.

| CM/ECF | Chapter |
|---|---|
| **User's Guide Part 2** | **Proof of Claim** |
| US Bankruptcy Court, Southern District of Iowa | Section |
| | **Withdrawal of Claim** |

Make sure you know the claim # before beginning to docket the Withdrawal of Claim.

**Docket**

### Withdrawal of Claim

REV ►

| | |
|---|---|
| **STEP 1** | Select Bankruptcy |
| **STEP 2** | Select Motions |
| **STEP 3** | Enter Case Number |
| **STEP 4** | Select Notice of Withdrawal of Claim |
| **STEP 5** | Check if joint filing with another attorney |
| **STEP 6** | Select Party Filer or Add/Create New Party |
| **STEP 7** | Browse and select your PDF document (Include the Certificate of Service with the Withdrawal of Claim PDF document.) |
| **STEP 8** | Enter Claim # (1, 2, 3) |
| **STEP 9** | Leave Status Type blank |
| **STEP 10** | Review Docket Text |
| **STEP 11** | Submit if accurate |
| **STEP 12** | Back up if changes required |
| **STEP 13** | Review Notice of Electronic Filing |

## SAMPLE DOCKET TEXT

Docket Text: Final Text

Withdrawal of Claim(s):ClaimNumber 3 Filed By Theodore Boecker Filed by on behalf of Ford Motor Credit Corp.. (Boecker, Theodore)

- The court prepares the Notice Regarding Withdrawal of Claim and serves via the BNC.

The Court prepares the Order Withdrawing Claim if no objections are filed.

The Court modifies the claim record in the Remarks box and indicates the date the claim is withdrawn.

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| **CM/ECF** | Chapter |
| --- | --- |
| **User's Guide**<br>**Part 2** | **Proof of Claim** |
| US Bankruptcy Court, Southern District of Iowa | Section |
| | **Amending and Duplicating**<br>**Proof of Claim** |

Make sure you know the claim # before beginning to enter the Amended or Duplicate Proof of Claim.

- Enter the claim as though it is a new claim.
- See Chapter:  Proof of Claim for instruction on entering claim.

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| CM/ECF | Chapter |
| --- | --- |
| **User's Guide**<br>**Part 2**<br><br>US Bankruptcy Court, Southern District of Iowa | **Proof of Claim** |
| | Section<br><br>**Proof of Claim Filed by Parties Other than Creditor** |

- Refer to Chapter:  Proof of Claim for instruction on entering claim.
- Exception:  Select Filed By to reflect filer; debtor, attorney or trustee.

**Docket**

### Proof of Claim by Debtor/Trustee

| | |
| --- | --- |
| **STEP 1** | Select Bankruptcy |
| **STEP 2** | Select Other/Misc |
| **STEP 3** | Select Proof of Claim by Debtor/Trustee |
| **STEP 4** | Enter Case Number |
| **STEP 5** | Check if joint flag with another attorney |
| **STEP 6** | Select Party Filer |
| **STEP 7** | For which creditor:  Enter creditor's name |
| **STEP 8** | Review Docket Text |
| **STEP 9** | Submit if accurate |
| **STEP 10** | Back up if changes required |
| **STEP 11** | Review Notice of Electronic Filing |

**SAMPLE DOCKET TEXT**

Docket Text: Final Text

Proof of Claim by Debtor/Trustee for Creditor Wells Fargo. Filed by Debtor Henry Lopez. (Miller, John)
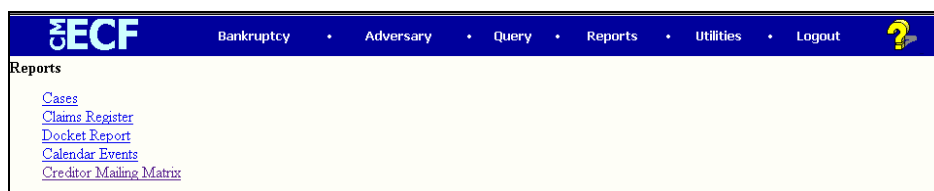
The court prepares the Notice of Filing Claim and serves using BNC.

○

| CM/ECF | Chapter |
|---|---|
| **User's Guide** | **Reports and Query** |
| US Bankruptcy Court, Southern District of Iowa | Section |

Access Reports and Query from the Main Menu task bar in CM/ECF.

**Reports**



**Queries**





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| CM/ECF | Chapter | |
|---|---|---|
| **Electronic Filing Participant Guide Part 2** US Bankruptcy Court, Southern District of Iowa | **Reports and Queries** | |
| | Section | |
| | **Cases** | |

## Pacer User only

| **Cases** Displays a summary list of cases identified by criteria. |  |
|---|---|
| **Report** |  |

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| CM/ECF | Chapter |
| --- | --- |
| **Electronic Filing Participant Guide Part 2** US Bankruptcy Court, Southern District of Iowa | **Reports and Queries** |
| | Section |
| | **Claims Register** |

**Pacer User Only**

| Claims Register | The selection screen is shown below. Case number must be entered.<br><br>**Claims Register**<br><br>Case number [ ]<br>Office [Manhattan / San Diego]    Creditor type [Creditor / Administrative]   Creditor number [ ]<br>Creditor name [ ]<br>Claim number [ ] to [ ]<br>Filed [4/3/2000] to [4/20/2000]<br>Terminal digit(s) [ ]   2,4-7<br>Sort by [Case Number]<br>[ ]<br>[Run Report]   [Clear] |
| --- | --- |
| **Report** | **≣ECF**   Bankruptcy • Adversary • Query • Reports • Utilities • Logout<br><br>**Southern District of Iowa - Test Database**<br>**Claims Register**<br><br>**01-00036-4-lmj John Q. Patriot**<br>Judge Lee M. Jackwig<br>Debtor Name: PATRIOT,JOHN Q.<br><br>Claim No: 3   Creditor Name: Ford Motor Credit Corp. 3220 Westown Parkway West Des Moines, IA 50265   Last Date to File Claims: 02/04/2002 Last Date to File (Govt): Filing Status: Docket Status: Late: N<br><br>Claim Date: 12/17/2002   Amends Claim No: Amended By Claim No:   Duplicates Claim No: Duplicated By Claim No:<br><br>Class | Amount Claimed | Amount Allowed<br>Total<br>Description:<br>Remarks:<br><br>**Claims Register Summary**<br><br>Case Name: John Q. Patriot<br>Case Number: 2001-00036-4-lmj<br>Chapter: 7<br>Date Filed: 09/20/2001<br>Total Number Of Claims: 1<br><br>| | Total Amount Claimed | Total Amount Allowed |<br>| Unsecured | | |<br>| Secured | | |<br>| Priority | | |<br>| Unknown | | |<br>| Administrative | | |<br>| Total | | | |

| CM/ECF | Chapter | Reports and Queries |
|---|---|---|
| **Electronic Filing Participant Guide Part 2** | | |
| US Bankruptcy Court, Southern District of Iowa | Section | **Docket Sheet** |
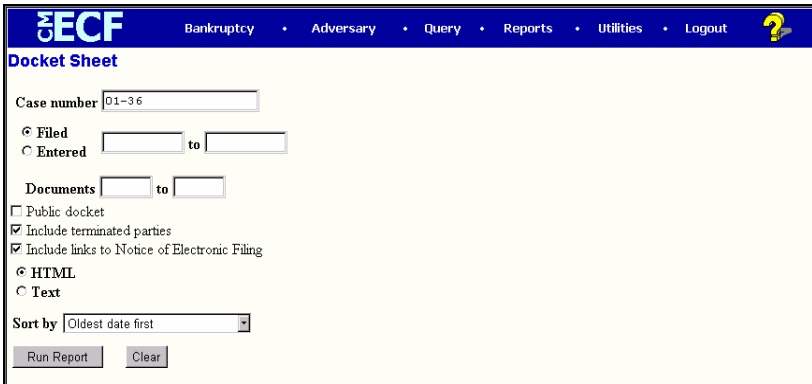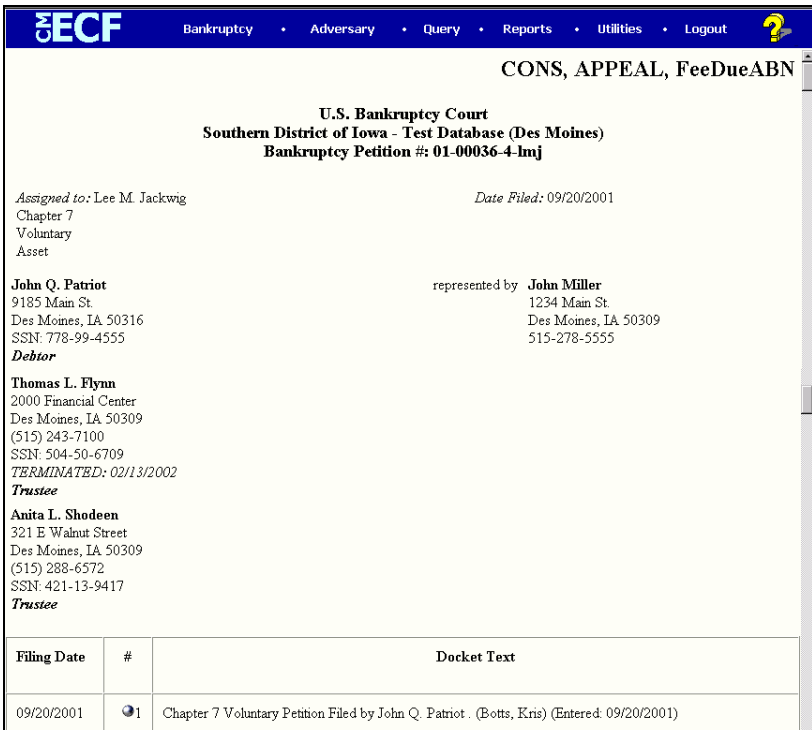
**Pacer User Only**

| **Docket Report** Displays the cover sheet and selected docket entries for a case. If a document range is specified, docket entries without an associated document will not be listed. |  |
|---|---|
| **Docket Sheet** |  |

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| **CM/ECF** | Chapter |
| :---: | :--- |
| **Electronic Filing Participant Guide Part 2** | **Reports and Queries** |
| | Section |
| US Bankruptcy Court, Southern District of Iowa | **Calendar Events** |

| **Calendar Events**  Displays a single day's calendar.  There is a link to the docket text for the event setting or changing the calendared event. |  |
| :--- | :--- |
| **Report** |  |

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| CM/ECF | Chapter |
|--------|---------|
| **User's Guide**<br>**Part 2**<br>US Bankruptcy Court, Southern District of Iowa | **Reports and Queries** |
| | Section |
| | **Creditor Mailing Matrix** |

REV ▶

**The following instructions allow production of mailing labels from the creditor-mailing matrix in CM/ECF.  This works with Avery labels 5160.**



| STEP 1 | **Login to CM/ECF Live** |
|--------|--------------------------|
| STEP 2 | **Select Utilities** |
| STEP 3 | **Select Mailings** |
| STEP 4 | **Select Mailing Labels by case** |
| STEP 5 | **Enter Case Number** |
| STEP 6 | **Select Print Format – 3 column PDF** |
| STEP 7 | **Select Next** |

| STEP 8 | **Click on link** |
|---|---|



| STEP 9 | **Place Avery label in printer** |
|---|---|
| STEP 10 | **ClickPrint icon** |

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| **CM/ECF** | Chapter |
| :---: | :--- |
| **User's Guide** **Part 2** US Bankruptcy Court, Southern District of Iowa | **Credit Card Payments** |
| | Section |

When filing electronically using CM/ECF, attorneys and other non-court CM/ECF filers **must** pay filing fees using the U.S. Treasury Internet credit card services.  To do this, the filer **MUST**

- have authorization from the court and
- use a browser providing security via 128-bit encryption (such as Netscape or Internet Explorer).

The Internet fee payment appears at the end of transactions requiring a filing fee.  You are electronically connected to the US Treasury site when entering credit card data.
- If you have more cases or pleadings requiring fees, select: Continue Filing.
- You can pay after entering all filings by selecting: Pay Now.
- Select your card type, enter your credit card number and expiration date when prompted.

The Internet Payment Due report lists fees that you have not paid during case entry or docketing of documents requiring fees.  Use this report if you are done filing for the day and forgot to select the Pay Now option on your last filing.

Once Submit Payment is selected, the receipt with a transaction number appears.  A docket event corresponding to the fee payment is automatically entered on the case docket.  A Notice of Electronic Filing is NOT sent for this entry.

You can monitor your Internet fees and payments using the Internet Payments Due and Internet Payment History menu options.**.**

DEL ►

**The court activates your accesses to the Internet credit card payment option in addition to password access to CM/ECF.**

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| **CM/ECF** | Chapter |
|---|---|
| **User's Guide** **Part 2** US Bankruptcy Court, Southern District of Iowa | **Credit Card Payments** |
| | Section **Security** |

Your browser must support 128-bit encryption.  To determine whether your current browser supports 128-bit encryption, take the following steps:

**Microsoft Internet Explorer 5.5**

1. Click on the Help tab on your menu bar at the top of the screen.
2. Scroll down and select "About Internet Explorer."
3. A small window appears in the center of the screen indicating the version, as well as the encryption or cipher strength of your browser (either 40-bit or 128-bit).  If the screen indicates you have a 40-bit or 56-bit version, or if it doesn't indicate the encryption level, you need to upgrade to a version with 128-bit encryption.

**Netscape Navigator/ Communication 4.x**

1. Click on the Help tab on your menu bar at the top of the screen.
2. Scroll down and select "About Navigator" or "About Communicator."
3. A screen appears listing the details of your browser.  Look for a section on the left and toward the middle that begins "Contains encryption software from RSA Data Security, Inc…"  If the next paragraph begins, "This version supports U.S. security….," your browser has 128-bit encryption.  If it says that you have international security, your browser has 40-bit or 56-bit encryption and you need to upgrade to a version with 128-bit encryption.

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| CM/ECF | Chapter |
|---|---|
| **User's Guide**<br>**Part 2**<br>US Bankruptcy Court, Southern District of Iowa | **Credit Card Payments** |
| | Section |
| | **Invalid Credit Card Number** |

**If you enter an invalid credit card number**, the following message appears:

> The credit card you have entered is invalid.  Please check the number and try again.

**If you make three (3) consecutive errors in data entry**, the following message appears:

> We were unable to complete your transaction.  Please contact your local court for assistance.

A docket entry may also appear on the case's docket indicating the credit card was declined.  Because ECF sends an e-mail to all party(s) participating on the case, those parties will receive notification of the invalid credit card number.

**SAMPLE DOCKET TEXT**

Credit Card Declined on 6/12/02 at 2:00pm for card holder Jim Jones in the amount of $150.00 due to expired card (Clark, Donna)

| **CM/ECF** | Chapter |
| | **Credit Card Payments** |
| **User's Guide** | |
| **Part 2** | |
| | Section |
| US Bankruptcy Court, Southern District of Iowa | |
| | **Internet Payments Due** |

**Refer to** Chapter: Utilities; Section: Your Account – Internet Payments Due.

| | |
|---|---|
| **CM/ECF**<br><br>**User's Guide**<br>**Part 2**<br><br>US Bankruptcy Court, Southern District of Iowa | Chapter<br><br>**Credit Card Payments** |
| | Section<br><br>**Internet Payment History** |

**Refer to** Chapter: Utilities; Section: Your Account – Internet Payment History.

| CM/ECF | Chapter |
| :---: | :--- |
| | **Credit Card Payments** |
| **User's Guide** | |
| **Part 2** | Section |
| US Bankruptcy Court, Southern District of Iowa | |
| | **Payment of Internet Fees Due** |

If you select Continue Filing when filing a document requiring filing fees, the charge is recorded and the payment process is deferred.  The Internet Fees Due Report reflects the amount of fees due.

The court will verify all payments for documents requiring filing fees are paid.  The court will call you requesting payment of the fees immediately if you forget to pay the fee.

You have two options to process payment of the filing fees:
1.  Pay via the internet
2.  Pay over the counter with check, cash or money order

**Pay via the Internet**

| | |
| :--- | :--- |
| **STEP 1** | Login to CM/ECF Live |
| **STEP 2** | Select Utilities |
| **STEP 3** | Select Internet Payments Due |
| **STEP 4** | Electronic Payment screen appears displaying all deferred charges. |

**Electronic Payment - Microsoft Internet Explorer**

**Summary of current charges:**

| Date Incurred | Description | Amount |
| :--- | :--- | :--- |
| 2003-07-10 16:46:31 | Voluntary Petition (Chapter 7)(03-08325-7) [court,volp7] ( 200.00) | $ 200.00 |
| 2003-07-10 17:12:13 | Voluntary Petition (Chapter 7)(03-08326-7) [court,volp7] ( 200.00) | $ 200.00 |
| 2003-07-10 17:28:06 | Voluntary Petition (Chapter 13)(03-08327-13) [court,volp13] ( 185.00) | $ 185.00 |
| 2003-07-10 17:35:03 | Voluntary Petition (Chapter 13)(03-08328-13) [court,volp13] ( 185.00) | $ 185.00 |
| | | **Total: $ 770.00** |

Pay Now       Continue Filing

| | |
|---|---|
| **STEP 5** | Select Pay Now to process deferred payments |
| **STEP 6** | Enter Card Type, Card Number and Expiration Date |



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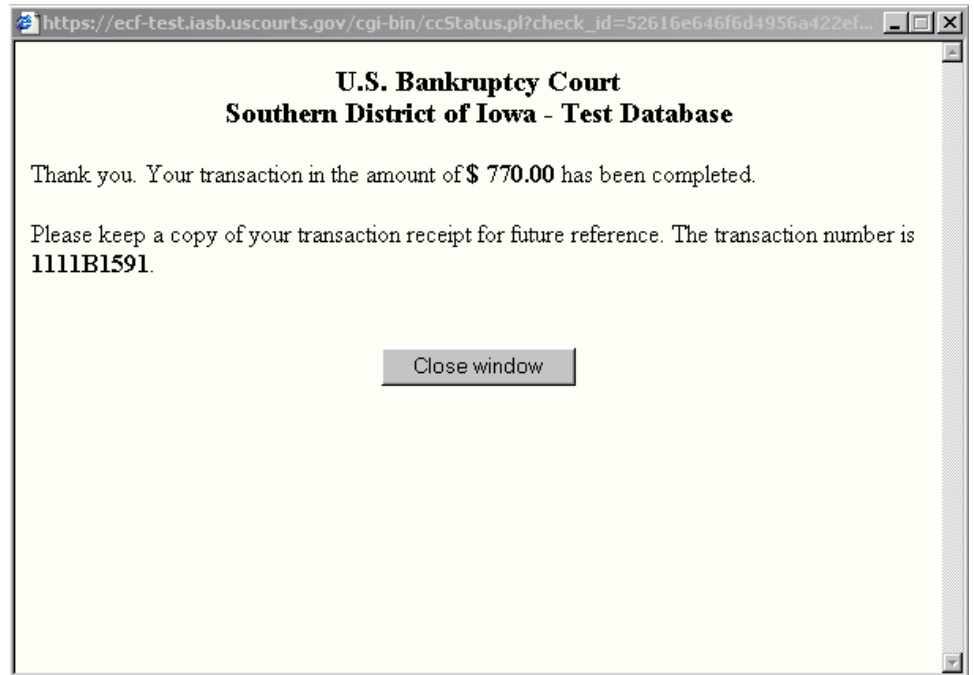
| **CM/ECF**<br><br>**User's Guide<br>Part 2**<br><br>US Bankruptcy Court, Southern District of Iowa | Chapter<br><br>**Corrective Entry** |
| --- | --- |
| | Section |

**Corrective Entry is used to correct errors detected in docketing, such as filing a document in the wrong case.**

The corrective entry docket events relates back to the event entered in error and has a Show Text box to include an explanation of the error.

A case manager will call you if they discover the error.  The court may need to take additional action to edit the case.

▶ ADD

If the case manager directs you to e-mail a document to the court send to the following e-mail address:

**CM_Correction@iasb.uscourts.gov**

**Pay Filing Fee Again?**

▶ REV

When you upload a case again in error, you can request a refund of the filing fee by docketing, Motion for Refund.  Enter the reason you are requesting a refund in the Show Text Box.  (Example:  Duplicate case assignment.  Case XX-XXXXX and XX-XXXX).  The court will review the Motion for Refund for entry of an Order and process the refund if the Order is granted.

**Docket**

<p align="center"><strong>Corrective Entry</strong></p>

| **STEP 1** | Select Bankruptcy or Adversary |
| --- | --- |
| **STEP 2** | Select Other/Misc |
| **STEP 3** | Select Corrective Entry |
| **STEP 4** | Enter Case Number |
| **STEP 5** | Check if joint filing with another attorney |

| | |
|---|---|
| **STEP 6** | Select Party Filer |
| **STEP 7** | Select Category to Relate Event |
| **STEP 8** | Relate to matter requiring corrective entry |
| **STEP 9** | Complete Show Text Box with correction |
| **STEP 10** | Review Docket Text |
| **STEP 11** | Submit if accurate |
| **STEP 12** | Back up if changes required |

**SAMPLE DOCKET TEXT**

Docket Text: Final Text

Corrective Entry *Document filed in wrong case, see 03-2456* Filed by Debtor Mark Allen Wilson (RE: related document(s)[24] Motion for Relief from Stay filed by Debtor Mark Allen Wilson). (Miller, John)

| ERROR | CORRECTIVE ACTION |
|---|---|
| **Document filed in the incorrect case – With or Without Filing Fee**<br><br>REV ▶ | 1. Docket **Corrective Entry** event in the incorrect case.<br>2. Relate Corrective Entry to docket event entered in error.<br>3. Enter correction in Show Text Box of the Corrective Entry docket event: **Filed in incorrect case. Should be filed in case XX-XXXXX.**<br>4. **If event does not require a filing fee**, docket event in correct case.<br>5. **If event requires a filing fee,** the court will docket the event in the correct case and attach the PDF document.<br>6. Court will modify the docket text of the docket event in the incorrect case indicating the document was filed in the incorrect case.<br>7. Court will terminate the incorrect document.<br>8. Court will correct any document(s) related to the incorrect docket event. |
| **Incorrect PDF document attached to the <u>petition</u>**<br><br>REV ▶ | 1. Docket **Corrective Entry** event in the case.<br>2. Relate Corrective Entry to the voluntary petition docket event.<br>3. Enter correction in Show Text Box of the Corrective Entry docket event: **Incorrect petition attached**.<br>4. E-mail correct petition to the court at the e-mail address provided by court personnel<br>5. The court will add the correct petition PDF document to the Voluntary Petition event. |
| **Incorrect PDF document attached to a <u>docket event</u> – With or Without Filing Fee**<br><br>REV ▶ | 1. Docket **Corrective Entry** event in the case.<br>2. Relate Corrective Entry to the docket event with the incorrect PDF document.<br>3. Enter correction in Show Text Box of the Corrective Entry docket event: **Incorrect PDF document attached**.<br>4. **If event does not require a filing fee**, docket the event again and attach the correct PDF document.<br>5. **If event does require a filing fee**: e-mail correct PDF document to the court at the e-mail address provided by court personnel.<br>6. The court will docket the event and attached the corrected PDF document to the docket event.<br>7. Court will modify the docket text of the docket event in the case with the error indicating the incorrect PDF document was filed.<br>8. Court will terminate the incorrect document.<br>9. Court will correct any document(s) related to the incorrect docket event. |

| | |
|---|---|
| **Incorrect docket code used – With or Without Filing Fee**<br><br>REV ▶ | 1. Docket **Corrective Entry** event in the case.<br>2. Relate Corrective Entry to the incorrect docket event.<br>3. Enter correction in the Show Text Box of the Corrective Entry docket event: **Incorrect docket code.**<br>4. **If event does not require filing fee**, docket correct event and attach the PDF document..<br>5. **If event requires a filing fee,** the court will docket the correct event and attach the PDF document.<br>6. Court will modify the docket text of the incorrect docket event indicating the docket code was incorrect.<br>7. Court will terminate the incorrect document.<br>8. Court will correct any document(s) related to the incorrect docket event. |
| **Event was not related to correct category/event**<br><br>REV ▶ | 1. Docket **Corrective Entry** event in the case.<br>2. Relate Corrective Entry to the docket event you related to the incorrect event (Example: relate to objection if you did not relate objection to the correct motion event.<br>3. Enter correction in the Show Text Box of the Corrective Entry docket event: **Objection should be related to document [11] Motion for Relief for Stay**.<br>4. **If event does not require filing fee**, docket event and relate to correct document.<br>5. **If event requires a filing fee**, the court will docket event and relate to the correct event.<br>6. Court will terminate the incorrect document.. |

**PDF document not readable**

REV ▶

1. Docket **Corrective Entry** event in the case
2. Relate Corrective Entry to the docket event with the PDF document that is not readable.
3. Enter correction in Show Text Box of the Corrective Entry docket event:  **PDF document not readable.**
4. DO NOT docket Amended Motion, use the same docket event you entered previously.
5. **If the event does not require a filing fee,** docket the event again and attach readable PDF document.
6. **If the event does require a filing fee**: e-mail readable PDF document to the court at the e-mail address provided by court personnel.
7. The court will docket the event and attach the readable PDF documents to the docket event.
8. Court will modify the docket text of the incorrect docket event indicating the PDF document was not readable.
9. Court will terminate the incorrect document.
10. Court will correct any document(s) related to the incorrect docket event.

**All documents required are not included – With or Without Filing Fee**

ADD ▶

1. Docket **Corrective Entry** event in the case.
2. Relate Corrective Entry to the docket event with incomplete PDF document.
3. Enter correction in Show Text Box of the Corrective Entry docket event:  **Incomplete documents filed.**
4. DO NOT docket Amended Motion, use the same docket event you entered previously.
5. **If event does not requires a filing fee**, docket event (use same docket event) and attach all PDF document
6. **If event requires filing fee**, e-mail all PDF documents to the court at the e-mail address provided by court personnel.
7. The court will docket the event and attach the PDF documents to the docket event.
8. Court will modify the docket text of the incorrect docket event indicating the documents were not complete.
9. Court will terminate the incorrect document.
10. Court will correct any document(s) related to the incorrect docket event.

| | |
|---|---|
| **Signature on document incorrect, no signature or /s/ - With or Without Filing Fee**<br><br>ADD ▶ | 1. Docket **Corrective Entry** event in the case.<br>2. Relate Corrective Entry to the docket event with incorrect PDF document.<br>3. Enter correction in Show Text Box of the Corrective Entry docket event:  **Signature on PDF document not complete.**<br>4. DO NOT docket Amended Motion, use the same docket event you entered previously.<br>5. **If event does not requires a filing fee**, docket event (use same docket event) and attach PDF document.<br>6. **If event requires filing fee**, e-mail all corrected PDF documents to the court at the e-mail address provided by court personnel.<br>7. The court will docket the event and attach the corrected PDF documents to the docket event.<br>8. Court will modify the docket text of the incorrect docket event indicating the signature on the PDF document was not complete.<br>9. Court will terminate the incorrect document.<br>10. Court will correct any document(s) related to the incorrect docket event. |
| **Incorrect Party Filer Selected**<br><br>ADD ▶ | 1. Docket **Corrective Entry** event in the case.<br>2. Relate Corrective Entry to the docket event with incorrect party filer.<br>3. Enter correction in Show Text Box of the Corrective Entry docket event:  **Incorrect party filer selected.**<br>4. **If event does not require a filing fee,** docket event again and select correct party filer**.**<br>5. **If event requires a filing fee,** the court will docket event and select the correct party filer.<br>6. Court will modify the docket text of the incorrect docket event indicating the incorrect party filer was selected.<br>7. Court will terminate the incorrect document.<br>8. Court will correct any document(s) related to the incorrect docket event. |
| **Upload and open duplicate petitions**<br><br>ADD ▶ | 1. The court will close the duplicate petition(s).<br>2. Docket a Motion for Refund in the closed case to get a refund of the duplicate filing fee payments.<br>3. Enter request in Show Text Box of the Motion for Refund docket event: **Duplicate case filed, 04-00787 and 04-00788).** |

**Complaint PDF document not complete**

ADD ▶

1. Docket Corrective Entry event in the adversary case
2. Relate Corrective Entry to the Complaint docket event.
3. Enter correction in Show Text Box of the Corrective Entry docket event: **Incomplete Complaint PDF document attached**.
4. E-mail correct complaint to the court at the e-mail address provided by court personnel.
5. The court will add the correct complaint PDF documenter to the Complaint event.

| CM/ECF | Chapter | |
|---|---|---|
| **User's Guide** **Part 2** US Bankruptcy Court, Southern District of Iowa | | **Glossary** |
| | Section | |

**Adobe Acrobat**

Application universally used to create and view PDF documents. Adobe Systems Inc. created the PDF software.

**Attachment**

An additional supporting document filed electronically with a document.

**Automatic E-mail Notification**

An Electronic Case files (ECF) feature permitting any user to receive notification of the filing of a document via e-mail. Users choose to receive separate notifications throughout the day or an end-of-day summary.

**BNC**

Bankruptcy Noticing Center serves all Bankruptcy notices/orders. Notices are retrieved electronically by the Bankruptcy Noticing Center daily.

**Browse**

A Windows operation of navigating through directories via a mouse allowing selection of a specific file.

**Browser**

A software program providing a user-friendly interface to access to information on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from Web servers. Netscape Navigator and Internet Explorer are the two most popular Web browsers.

**Category**

In ECF, a category is a classification of similar document types, such as Motions/Applications. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

**Check Box**

A control object the user clicks to include choices from a list. Check boxes are designed so you can choose one or more items from a list.

**CM/ECF**

Case Management/Electronic Case Files (CM/ECF) is the Federal Judiciary's next generation of case management system that revolutionizes the way courts do business. With the ECF portion attorneys can file documents electronically via the Internet.

**Default**

A default is a common suggested value displaying in CM/ECF on a screen. You can accept the default or choose another event from a pick list.

**Document Type**

A category of documents filed in an ECF case that have similar characteristics, such as a motion or notice.

**Drop Down Box**

An alphabetical list of selections. Drop down boxes are used throughout ECF to list party names and docket events. When you see the selections you want, click to highlight it. To make multiple selections, hold down the control key and scroll to the second (third, etc.) selection.

**Hypertext (HTML) Link**

An URL imbedded in a HTML (hypertext markup language) documents most often underlined. Permits the user to move from one area (or topic) to another in a Web based program.

**Notice of Electronic Filing**

An electronic certification that each document submitted electronically was entered in the U.S. Bankruptcy Court ECF database.

**PDF Document**

An exact image of a document created in a word processing program or bankruptcy software program for new cases.  Once converted to a PDF, the document cannot be altered.  All documents filed in ECF must be in a PDF format, with the exception of the creditor matrix, list of creditors.  The creditor matrix must be in a text (.txt) format.

**Radio Button**

A round selection button used to choose from a list.  Radio buttons only allow selection of one (1) item.

**Show Text Box**

An area in the CM/ECF docket event allowing addition of data to the docket text by manually typing data into the box.  All docket events do not allow manual addition of data to the docket text; only events built with a Show Text box allow addition of data to the docket text.

**URL**

Abbreviation for Universal Resource Locator.  URLs are the naming scheme used to find Web pages.  A URL is similar to a street address.  The URL for the Iowa Southern CM/ECF Training Database is **https://ecf-train.iasb.uscourts.gov.**

## GUIDELINES FOR PREPARATION OF MATRIX ON DISK
### WITH OR WITHOUT A BANKRUPTCY SOFTWARE PROGARM

UNITED STATES BANKRUPTCY COURT
FOR THE SOUTHERN DISTRICT OF IOWA

Disk submission requires the user to have a computer that is able to read and write to a 3.5" floppy disk in an IBM-PC compatible format. If a disk is received in the mail, the disk will be returned to the sender provided a stamped, self-addressed mailer is provided.

**DO NOT USE THE DISK MORE THAN SIX TIMES TO MAINTAIN DATA INTEGRITY.**

**Court Assistance:**

> If you need assistance, please contact Donna Clark at 515-284-6230, ext. 2834 or Ginny Satterstrom at 515-284-6230, ext. 2843.

The naming convention for the Southern District of Iowa is the debtor's first initial and last name followed by the file extension of **.txt** or **.scn**. Example: JDoe.txt

> **VIEW YOUR FILE ON DISK BEFORE SENDING IT TO THE COURT. To view the file from the disk, insert the disk into your floppy drive. Open your word processing program. At the Open File dialog box, select your A: drive. Make sure the file type is set to "All Files (*.*). Double click on the name of the matrix file you just created. NOTE: If you make any changes to the file you are viewing make sure to save it as a text file and not as a Word, Word Perfect or other word processing file.**

- **If you are using a Bankruptcy Software program follow the instructions provided in the software manual or consult the software Help Desk for assistance in formatting the matrix and transferring to a disk.**

- **If you are not using a Bankruptcy Software program refer to the attached instructions.**

**If you are not using a Bankruptcy Software Program follow these instructions for preparing a matrix on disk from a word processing program.**

Two options exist for creating a matrix on disk from a Word Processing program:

1.  Use WordPerfect, Word, or any word processing software to create your creditor matrix for submission to the court that allows you to save files as text with a .txt extension; or,

2.  Use any ASCII editor such as Windows Notepad to create the file.

If using either an editor <u>or</u> word processor, create the file with the following format:

1.  List must be typed in one of the following standard typefaces or print styles (Use upper and lower case letters – Do not use all caps or any symbols in the name or address lines.  Example:  Use c/o not %):

        Courier 10 pitch
        Letter Gothic
        Prestige Elite

2.  Type the names and addresses in a single, straight column flush along the left side margin. Top and Bottom margins should be 1"; Left side margin should be 2".   *(DO NOT CENTER)*

3.  There should be one name per complete address and each address should contain 5 lines or less.  Address lines may not exceed 40 characters in length.

4.  There must be one (1) blank line between each complete address.  Do not leave blank lines within an address.

5.  Enter the City, State (using the 2 letter abbreviation) and Zip Code as the last line of the address.

6.  Enter the Zip Code with the 4-digit extension.  Example: 50309-9264.  If there is no extension, enter 4 zeroes.  Example:  50309-0000

7.  <u>Do not</u> include the names or addresses of the following on the matrix because they are added during the case opening process:

    Debtor and Joint Debtor
    Attorney for Debtor
    Trustee
    U.S. Trustee

8.  After all addresses have been entered, name the file with the debtor's first initial and last name and the extension of .txt and the file should be saved in ASCII text format (not delimited).  Procedures vary with each word processing program; consult your user's guide for assistance.
    **Example:  JDoe.txt**

9.  Multiple matrices may be added to one disk, however, name each document with a unique name so we can link it to the correct petition.  Use the first initial if there are multiple matrices on the disk and the debtor's last names are the same or similar.  Refer to #7 above.

10. Copy and/or save the matrix .txt file to a floppy disk to submit with the petition. Label the floppy disk with the debtor(s) name.

EXAMPLE:

```
Betty Johnson
Route 123
Des Moines, IA  50312-0123

Carol James
123 Pine Street
Des Moines, IA  50309-1234

Delta Faucets
Box 980
Dallas, TX  89078-0980

James Jefferson
Box 890
Dallas Center, IA  53809

Mandy's Candies
c/o Joe Attorney
1234 Main Street
Suite 100
Des Moines, IA  50309-0000

Pete Patterson
145 Maple Street
Adel, IA  50317-0145

Sam Spade
45 Jefferson Road
Jetson, IA  50676-0045

Wade's Books
c/o Jeff Rocket
3467 First Street
Suite 800
Adams, IA 58765-8765
```

**UNITED STATES BANKRUTPCY COURT
FOR THE SOUTHERN DISTRICT OF IOWA**


**In the Matter of:**


                                  Case No.  99-099999-4

Jerry G. Smith                           Chapter 7

Beverly R. Smith, a/k/a Beverly Jones


                                    **FORD MOTOR CREDIT**

        Debtors.                      **COMPANY'S MOTION TO**

                                    **MODIFY STAY**


      Ford Motor Credit Company ("FMCC"), for its Motion to Modify Stay, states:

1.  Pursuant to 11 U.S.C. 362(d), FMCC seeks relief from the automatic stay.

2.  FMCC is a corporation authorized to do business in the state of Iowa.

3.  On May 1, 2003, debtor filed a voluntary Chapter 7 bankruptcy petition.

4.  On or about February 5, 2002, debtor made, executed, and delivered a written

Contract that was assigned to FMCC for the purchase of a 1999 Ford Contour, VIN

1FAFP5531XK147759.  A true and exact copy of the Contract is attached as Exhibit A.

5.  FMCC holds valid security interest in the above-described vehicle, as evidenced by

the certificate of title, a true and exact copy of which is attached as Exhibit B.

6.  Debtor is due for the April 21, 2003 monthly contract payment.

7.  Debtor and FMCC have not entered a Reaffirmation Agreement.

8.  Debtor has not surrendered the collateral to FMCC.

9.  Debtor concedes she has no equity in the vehicle.  According to debtor the vehicle has

a fair market value of $5,000.00.  Debtor's net contract balance is $8,505.35.

10. FMCC has no adequate protection for its interest in the vehicle.

11. If FMCC is not permitted to foreclose its security interest and reacquire said vehicle,

it will suffer irreparable injury, loss and damage.

For the reasons stated forth above, Ford Motor Credit Company requests that the stay in these proceedings be modified to permit Ford Motor Credit Company to recover the above described collateral and for such other and further relief as the court deems appropriate.


BARNES, JONES & SMITH



By /s/ Jeffrey L. Barnes
111 Grand Lane, Suite 900
Des Moines, IA 51111
Telephone: 555-555-5555
Email:  jlb@barneslaw.com

**ATTORNEYS FOR FORD MOTOR CREDIT COMPANY**


CERTIFICATE OF SERVICE:  By signing above, the attorney certifies that on MM/DD/YYYY, this document was served electronically on parties who receive electronic notice through CM/ECF as listed on CM/ECF's Notice of Electronic Filing and by first class mail on the following:

Jerry G. Smith
Beverly R. Smith
5555 Pretend Street
Des Moines, IA 51111

Thomas T. Carlson
111 Grand Lane, Suite 900
Des Moines, IA 51111

**Docket the Motion and attach the PDF Document and certificate of service.  Refer to 28 USC 1930(a) for fee amounts.**

| Document |
| --- |
|  |
| 2004 Exam, Motion for |
| Appear Pro Hac Vice, Motion to |
| Application to Pay Filing Fee in Installment |
| Approval of Agreement Relating to Pending Motion, Motion for |
| Compel, Motion to |
| Continue Hearing, Motion to |
| Convert Under Section 1112(a) and 1307(a), Notice of |
| Convert Under Section 706 (a) and 1208 (a), Motion to |
| Defer Discharge, Motion to |
| Dismiss Under Section 1208(b), 1307(b), Motion to |
| ExParte Application for Expedited Hearing |
| Extend Time, Motion to |
| Extend Time before Expiration of Specified Period, Motion to |
|  ▶ DEL |
| Extend Time to File Motion to Dismiss 707, Motion to |
| Extend Time to Object to Claim of Exemptions, Motion to |
| Ex Parte Application to Shorten Bar Date Deadlines |
| Ex Parte Relief, Motion for |
| Final Decree – Ch 11, Motion for |
| Joint Administration, Motion for |
| Limit Notice, Motion to |
| Nunc Pro Tunc Order, Motion for |
| Quash, Motion to |
| Reconsideration of Order on Claims, Motion for |
| Reduce Time |
| Relief from Order, Motion for |
| Reopen Case, Motion to (No fee is due if the reopening is to correct an administrative error or for actions related to the debtor's discharge.) |
| Stay, Motion to |
| Substantive Consolidation, Motion for |
| Withdraw Attorney, Motion to |
| Withdraw Document, Motion to |

◀ ADD

**Docket the Motion and attach the PDF Document and certificate of service. Refer to 28 USC 1930(a) for fee amounts.**

| Document | Notice Period | Parties Served | Comments |
|---|---|---|---|
| Abandon, Motion to Creditor's Motion to Compel Abandonment | 20 days | Parties in Interest | |
| Abandon by DIP, Notice to | 20 day | Parties in Interest | |
| Adequate Protection, Motion for | 15 days | Parties In Interest | |
| Amend Complaint, Motion to | 10 days | Adverse Parties | |
| Administrative Expenses, Motion for | 20 days | Interested Parties | |
| Assume, Reject or Assign, Motion to | 20 days | Interested Parties | |
| Avoid Lien, Motion to | 15 days | Interested Parties | |
| Chapter 12 Trustee's Report on Claims | 20 days | Parties in Interest | |
| Compensation and Expenses, Application for | 20 days | Parties in Interest | |
| Compromise Controversy, Motion to | 20 days | Parties in Interest | |
| Confirmation of Chapter 12 Plan | 20 days | Parties in Interest | |
| Confirmation of Chapter 13 Plan | 21 days from 341 meeting date | Parties in Interest | |
| Convert from Chapter 7 to 11, Motion to (1) Debtor's (2) Creditor's | (1) None (2) 20 days | (1) Interested Parties (2) Parties in Interest | |
| Convert from chapter 7 to 12, Debtor's Motion to | None | Interested Parties | If the case was previously converted see § 706 |
| Convert from Chapter 7 to Chapter 13, Debtor's Motion to | None | Interested Parties | If case previously converted, see § 706 |

REV

| Document | Notice Period | Parties Served | Comments |
|---|---|---|---|
| Convert from Chapter 11 to 7, Motion to<br>(1) Debtor in Possession<br>(2) Creditor or Debtor Not in Possession | (1) None<br>(2) 20 days | (1) Interested Parties<br>(2) Parties in Interest | |
| Convert from 11 to 13, Debtor's Motion to | 20 | Parties in Interest | |
| Convert from Chapter 12 to 7,<br>    (1) Debtor's Notice<br>    (2) Party in Interest's Notice | None<br>20 days | Interested Parties<br>Parties in Interest | |
| Convert from 13 to 7,<br>    (1) Debtor's Notice<br>    (2) Creditor's Notice | (1) None<br>(2) 20 days | Interested Parties<br>Parties in Interest | |
| Convert from Chapter 13 to 11, Motion to<br>    (1) Debtor's<br>    (2) Creditor's | 20 days | Parties in Interest | No fee required for creditor's motion.  If debtor is a farmer see § 1307(e) |
| Default Judgment, Motion for | 20 days | Adverse Parties | |
| Dismiss 707b, Motion to (US Trustee only) | 20 days | Parties in Interest | |
| Dismiss, 727 Complaint, Motion to | 20 Days | Parties in Interest | |
| Dismiss – Plaintiff, Motion to | 20 day | Parties in Interest | |
| Employ Professional, Application to | 20 days | Parties in Interest | |
| Extend time after Expiration of Specified Period, Motion to | 20 days | Parties in Interest | |
| | | | |
| Extend Time to File Complaint to Determine Dischargeability – 523, Motion to | 20 days | Interested Parties | |
| Extend Time to File 727 Objection to Discharge | 20 days | Interested Parties | |
| Intervene, Motion to | 20 days | Parties in Interest | |

| Document | Notice Period | Parties Served | Comments |
|---|---|---|---|
| Modified Plan Before Confirmation – Ch 12 | 20 days | Parties in Interest | |
| Modified Plan Before Confirmation – Ch 13 | 25 days | Parties in Interest | |
| Objection to Claim of Exemptions | 15 days | Interested Parties | |
| Objection to Proof of Claim | 30 days | Interested Parties | |
| Prohibit or Condition the Use, Sale or Lease or Property, Motion to | 20 days | Interested Parties | |
| Redeem, Motion to | 20 days | Interested Parties | |
| Relief from Stay, Motion for | 8 days | Interested Parties | |
| Relief from Co-Debtor Stay, Motion for | 8 days | Interested Parties | No filing fee from co-debtor stay under 11 U.S.C. §§ 1201 and 1301. |
| Relief from Stay filed by Child Support Creditor or Representative, Motion for | 8 days | Interested Parties | No filing fee if the creditor files the required form. |
| Require Assumption Rejection, Motion to | 20 days | Interested Parties | |
| Stipulated Motion Re: Rule 4001 (d) (1), (2), (3), not (4) | 15 days | Interested Parties | No filing fee |
| Turnover of Property, Motion for | 20 days | Interested Parties | Event for trustee use only |
| Withdrawal of Proof of Claim, Notice of | 30 days | Parties in Interest | |

REV

**Docket the Motion and attach the PDF Document and certificate of service.  Refer to 28 USC 1930(a) for fee amounts.**

| Document |
| --- |
|  |
| Abstention, Motion for |
| Appoint Examiner – Ch 11, Motion to |
| Appoint Trustee – Ch 11, Motion to |
| Change Venue, Motion to |
| Conditional Approval for Disclosure Statement, Application For |
| Confirmation of Ch 11 Plan |
| Contempt, Motion for |
| Dismiss Party, Motion to |
| Dismiss Under Sections 707(a), 1112(b), 1112(e), 1208 (b), 1208(c), 1208(d), 1307(b), 1307(c), Motion to |
| Dismiss – Defendant, Motion to |
| Hardship Discharge Under Sections 1228(b) or 1328(b), Motion for |
| Modify Plan After Confirmation, Motion to |
| More Definite Statement, Motion for |
| Notice of Proposed Use, Sale or Lease of Property |
| Obtain Secured Credit, Motion to |
| Obtain Unsecured Credit, Motion to |
| Preliminary Injunction, Motion for |
| Remand, Motion for |
| Sanctions, Motion for |
| Summary Judgment, Motion for |
| Sell Free and Clear, Motion to |
| Use Cash Collateral, Motion to |
| Valuation, Motion for |

**Nature of Suit**

| | |
|---|---|
| 454 | To recover money or property. |
| 435 | To determine validity, priority or extent of a lien or other interest in property. |
| 458 | To obtain approval for the sale of both the interest of the estate and a co-owner in property. |
| 424 | To object or to revoke a discharge U.S. C. Section 727. |
| 455 | To revoke an Order of Confirmation of a Chapter 11 or Chapter 13 Plan. |
| 426 | To determine dischargabilty of a debt U.S. C. Section 523. |
| 434 | To obtain an injunction or other equitable relief. |
| 457 | To subordinate any allowed claim or interest except where such subordination is proved in a plan. |
| 456 | To obtain a declaratory judgment relating to any of the foregoing causes of action. |
| 459 | To determine a claim or cause of action removed to a bankruptcy court. |
| 498 | Other action, not related. |